

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Circular 351-1

30 April 2003

Expires 1 May 2004

Schools

United States Army Alaska Schools, Class Schedules, and Quota Allocations

**Applicability.** This circular applies to all active Army units in Alaska and the Alaska Army National Guard.

**Interim changes.** Interim changes to this circular are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** This circular's proponent agency is the United States Army Alaska (USARAK), Assistant Chief of Staff, G3 (Operations and Plans), Training Support and Schools Branch. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2026 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM-T.

Contents

	Paragraph	Page
Purpose .....	1.....	2
References .....	2.....	2
Explanation of abbreviations .....	3.....	2
Administrative responsibilities .....	4.....	2
General .....	5.....	2
Quotas .....	6.....	3
Reporting instructions .....	7.....	3
Suspense dates .....	8.....	3
Reporting dates .....	9.....	3
Quota distribution .....	10.....	3
Equipment packing lists .....	11.....	3
Sample memorandums .....	12.....	3

Appendix

A. Alaska School Quotas .....	A-1
B. Suspense Dates Quick Reference .....	B-1
C. Equipment Packing Lists .....	C-1
D. Sample Memorandum Primary Leadership Development Course Privately Owned Vehicle .....	D-1
E. Sample Memorandum United States Army Training Requirements and Resources System (ATTRS) Request Policy/Cancellation/Substitution .....	E-1
F. Sample Memorandum Basic Noncommissioned Officer/Advanced Noncommissioned Officer Course Notification .....	F-1

Glossary .....	Glossary 1
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## **USARAK Circular 351-1**

### **1. Purpose**

This circular establishes class schedules and quota allocations for USARAK schools, fiscal year 2004.

### **2. References**

a. Related references. (A related reference is merely a source of additional information. The user does not have to read it to understand this circular.)

(1) Army Regulation (AR) 25-400-2 (The Army Records Information Management System (ARIMS)).

(2) Common Table of Allowance (CTA) 50-900 (Clothing and Individual Equipment).

(3) Field Manual (FM) 90-6 (Mountain Operations).

(4) Soldier Training Publication (STP) 21-2 (Common Task Testing).

(5) USARAK Regulation 385-1 (United States Army Alaska Safety Program).

b. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms) is cited in the suggested improvements statement.

(2) DA Form 7281-R (Command-Oriented Arms, Ammunition, and Explosive (AA&E) Security Screening and Evaluation Record) is cited in paragraph A-8b.

(3) USARAK Form 364 (Request and Selection for Attendance to USARAK Schools) is cited in paragraph 7.

### **3. Explanation of abbreviations**

The abbreviations used in this circular are explained in the glossary.

### **4. Administrative responsibilities**

a. Quota suballocations. Quota managers are responsible for further quota suballocation to subordinate units. Units will go through their designated quota managers for any additional quota requirements.

b. Temporary duty orders.

**(1) Separate commands are responsible for preparing and funding temporary duty orders for their personnel attending Alaska schools.**

**(2) All units are responsible for preparing and funding temporary duty orders for their personnel attending courses at the Northern Warfare Training Center (NWTC).**

### **5. General**

The persons/activities responsible for conducting USARAK schools will ensure that classes begin and end during the time periods established in appendix A. Coordinate changes to class size, schedule, or reporting instructions through USARAK G3, Training Support and Schools Branch at least 45 days before class reporting date.

## 6. Quotas

Quotas are filled using the guidance in appendix A. Quota managers desiring an allocation change will make requests through their chain of command to this headquarters, Attention: APVR-RPTM-T, with an information copy furnished to the appropriate sponsoring agency, at least 45 days before the class reporting date.

## 7. Reporting instructions

Appendix A lists the reporting instructions and locations for each course.

## 8. Suspense dates

Quota managers will provide this headquarters (Attention: APVR-RPTM-T), by the published suspense date, with a completed USARAK Form 364 (Request and Selection for Attendance to USARAK Schools) listing personnel and alternates scheduled to attend designated courses. Published suspense dates for all courses will be met. All unfilled quotas will be redistributed on a first-come-first-serve basis. Courses with fewer than 75 percent of students enrolled by the close of business on the suspense date may be canceled. Appendix B contains a quick reference for suspense dates.

## 9. Reporting dates

Appendix A specifies the reporting dates for each course.

## 10. Quota distribution

Units will refer to the appropriate course listed in appendix A for quota distribution.

## 11. Equipment packing lists

Appendix C contains the equipment packing lists for courses requiring additional equipment.

## 12. Sample memorandums

Appendixes D (privately owned vehicle request memorandum), E (cancellations/substitutions/late submissions, no shows memorandum), and F (course notification memorandum) contain sample memorandums that may be required.

FOR THE COMMANDER:

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*for J. B. Riseley*  
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LTC, SC  
Director of Information Management

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**USARAK Circular 351-1**

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3 - APVR-RIM-ASD-WB

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR,  
Fort Shafter, Hawaii 96858-5100

## Appendix A Alaska School Quotas

### A-1. Quota distribution abbreviation key

The abbreviations used in the quota allocation tables of this appendix are listed below.

- a. AV.....4th Battalion, 123d Theater Aviation Regiment
- b. BD.....9th Army Band
- c. DN .....Dental Activity
- d. FI .....267th Finance Battalion
- e. HQ .....Headquarters, United States Army Garrison
- f. IS .....59th Signal Battalion
- g. MD .....Medical Department Activity
- h. MP .....Arctic Law Enforcement Command, 164th Military Police Company
- i. PIR.....1st Battalion, 501st Parachute Infantry Regiment
- j. PSB.....203d Personnel Service Battalion
- k. SB.....Striker Brigade Combat Team
- l. STB.....Special Troops Battalion

### A-2. Primary Leadership Development Course, 696-14-PLDC

a. Scope. The Primary Leadership Development Course provides leadership, communications skills, resource management, professional skills, and military studies that are conducted in a 24-hour-a-day Noncommissioned Officers Academy environment.

b. Prerequisites. Attendees must be active Army or Reserve Component personnel. The Primary Leadership Development Course is a prerequisite for promotion to sergeant and attendance at the Basic Noncommissioned Officer Course. The attendance priorities are 1) soldiers who graduate Special Forces Assessment selection and are recommended for the Special Forces Qualification Course, 2) soldiers conditionally promoted to sergeant, 3) specialists and corporals who are on the E5 promotion list and have a STAR MOS, 4) specialists and corporals who are on the E5 promotion list, and 5) specialists and corporals who are not on the E5 promotion list but are in a leadership position. Attendees must meet minimum physical training and weight standards. Active Army personnel must have 6 months active duty service remaining. Adding local requirements will not amend these prerequisites.

c. Reporting instructions. Students from Fort Richardson will report to the Noncommissioned Officers Academy, Building 1101, Fort Richardson, in a physical training uniform, by 1400 on the class report date. Students departing from Fort Wainwright will report to Building 4108, Post Theater, at 0615 on the class report date, for bus transportation to Fort Richardson.

d. Special instructions. Soldiers will report with the following:

- (1) Health and dental records (only soldiers not assigned to Fort Richardson).
- (2) A completed copy of the Total Army Schools System checklist.

## USARAK Circular 351-1

e. Class schedule. See the class schedule below.

Class	Report Date	Start Date	End Date
04/01	01 October 2003	02 October 2003	31 October 2003
04/02	05 November 2003	06 November 2003	05 December 2003
04/03	07 January 2004	08 January 2004	06 February 2004
04/04	11 February 2004	12 February 2004	12 March 2004
04/05	17 March 2004	18 March 2004	16 April 2004
04/06	12 May 2004	13 May 2004	11 June 2004
04/07	14 July 2004	15 July 2004	13 August 2004
04/08	01 September 2004	02 September 2004	30 September 2004

f. Suspense dates. Primary Leadership Development Course packets are to be submitted to G3 Schools not later than 10 days following the promotion board in which a soldier attained promotable status.

### A-3. Nuclear, Biological, and Chemical Defense Officer/Noncommissioned Officer Course

a. Scope. The Nuclear, Biological, and Chemical Defense Office/Noncommissioned Office Course provides classroom and hands-on instruction on nuclear, chemical, and biological-radiological operations and is specifically geared to an active command.

b. Prerequisites. Attendees must be grade E4 or above and must have a Service Test score of 95 or above, a General Technical Aptitude Area (GT) score of 100 or above, and a high school or general education diploma, along with basic math and map reading skills. Attendees must also have normal color vision and be able to participate in physical training. Soldiers must not have failed this course within the past 6 months. Soldiers must have 1-year retainability in the unit (6 months at Fort Greely).

c. Fort Richardson reporting instructions. Fort Richardson students will report to Building 658, Kiska Hall, by 0845 on the published report date.

d. Fort Richardson class schedule. The Fort Richardson class schedule is shown below.

Class	Report Date	End Date	Suspense
04/01	20 October 2003	31 October 2003	19 September 2003
04/06	08 March 2004	19 March 2004	06 February 2004
04/08	03 May 2004	14 May 2004	05 April 2004
04/10	12 July 2004	23 July 2004	14 June 2004

e. Quota allocations. The Fort Richardson quota allocations are shown below.

Class	SB	PIR	STB	FI	PSB	IS	MD	DN	HQ	MP
04/01	7	3	2	1	1	1	1	1	2	1
04/06	7	3	2	1	1	1	1	1	2	1
04/08	7	3	3	-	1	1	1	1	2	1
04/10	7	3	3	1	1	-	1	1	2	1

f. Fort Wainwright reporting instructions. Students from Fort Wainwright and Fort Greely will report to Building 1004, Basement, Fort Wainwright, by 0830 on the published report date. Units from Fort Greely must ensure that billeting reservations for students are made at least 2 weeks before the class start date.

g. Fort Wainwright class schedule. See the Fort Wainwright class schedule below.

Class	Report Date	End Date	Suspense
04/02	12 November 2003	25 November 2003	09 October 2003
04/03	08 December 2003	19 December 2003	07 November 2003
04/04	20 January 2004	30 January 2004	19 December 2003
04/05	17 February 2004	27 February 2004	16 January 2004
04/07	05 April 2004	16 April 2004	08 March 2004
04/09	07 June 2004	18 June 2004	10 May 2004
04/11	09 August 2004	20 August 2004	21 July 2004

h. Fort Wainwright quota allocations. See the Fort Wainwright quota allocations below.

Class	SB	STB	FI	PSB	AV	BD	IS	MD	DN	HQ	MP
04/02	10	2	1	1	1	1	-	1	-	2	1
04/03	10	2	-	1	2	-	1	-	1	2	1
04/04	10	2	1	-	2	-	1	1	-	2	1
04/05	10	3	-	-	2	-	-	-	1	2	2
04/07	10	3	1	1	1	-	-	-	-	2	2
04/09	10	3	-	-	2	1	-	-	-	2	2
04/11	10	3	-	-	2	1	-	-	-	2	2

#### A-4. Command and Staff Orientation Course—Northern Warfare Training Center

a. Scope. The Command and Staff Orientation Course familiarizes commanders and staff officers with the knowledge/skills required in successfully planning and conducting operations in a cold, snow-covered environment. Emphasis is placed on the effects of cold on personnel and material, effects of the winter environment on operations, and planning considerations unique to the winter battlefield and cold regions. Cold weather risk-management procedures are stressed throughout the course of instruction.

b. Prerequisites.

(1) Enlisted personnel. E8 and above.

(2) Officer personnel. CW3/O3 and above.

c. Reporting instructions. The Command and Staff Orientation Course begins at 0730 on the published start date and ends at 1130 on the end date. The Command and Staff Orientation Course will be conducted as a mobile training team (MTT), with one at Fort Wainwright, one at Fort Richardson, and one at the Black Rapids Training Site if needed. The NWTC is responsible for transportation from Fort Wainwright to the Black Rapids Training Site and return during the Black Rapids Training Site MTT only. The Directorate of Plans, Training, Security, and Mobilization will arrange bus transportation if there will be at least 10 people attending from Fort Richardson. The unit is responsible for inter-Alaska travel if there will be fewer than 10 people traveling from a given post. Soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. Post exchange facilities will not be available during training; attendees must bring adequate personal hygiene items/sundries to last the duration of the course.

**Special note.** Fort Wainwright and the Black Rapids Training Site classes report to Building 3479, at 0800, on the report date. The Fort Richardson class reports to Building 802, at 0800, on the report date. An equipment layout will be conducted before inprocessing.

## USARAK Circular 351-1

d. Class schedule. See the class schedule below. There are 48 seats available for each class.

Class	Report Date	End Date	Suspense
04/01 (FWA)	21 October 2003	24 October 2003	19 September 2003
04/02 (FRA)	04 November 2003	07 November 2003	03 October 2003

### A-5. Cold Weather Leaders Course—Northern Warfare Training Center

a. Scope. The Cold Weather Leaders Course trains squad- and platoon-level leaders in the knowledge/skills required to successfully conduct small unit operations in a cold, snow-covered environment. Emphasis is placed on the effects of cold on personnel and materiel, use of basic cold weather clothing and equipment, winter field craft, snowshoe/ski techniques and winter/cold regions navigation and route planning. Attendees will receive comprehensive instruction/training materials enabling them to implement basic cold weather and ski training programs within their units. Cold weather risk management procedures are stressed throughout the course of instruction.

b. Prerequisites.

(1) Enlisted personnel. E5 through E7 (E4 serving in a leadership position may attend as vacancies permit).

(2) Warrant/commissioned officer personnel. WO1, CW2/O1, and O2 platoon-level leaders.

(3) All students must have no P-2 or temporary profile(s) under the P, U, or L columns of the physical profile serial code (numerical) (PULHES) code. All students must meet minimum physical training and height and weight standards. No temporary or permanent profile restricting exposure to cold temperatures. No security clearance is required.

c. Reporting instructions. The Cold Weather Leaders Course begins at 0730 on the published start date and ends at 1000 on the end date. Attendees must arrive at the Black Rapids Training Site between 1200 and 1600 on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicles and individual government vehicle travel are not authorized. NWTC is responsible for transportation from Fort Wainwright to the Black Rapids Training Site and return. The Directorate of Plans, Training, Security, and Mobilization will arrange bus transportation if there will be at least 10 people attending from Fort Richardson. The unit is responsible for inter-Alaska travel if there will be fewer than 10 people traveling from Fort Richardson. There is no separate issue facility at Black Rapids Training Site; soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. There are no post exchange facilities at the Black Rapids Training Site; attendees must bring adequate personal hygiene items/sundries to last the duration of the course.

**Special note.** Personnel from Fort Wainwright report to Building 3479, at 0800, on the report date. An equipment layout will be conducted before inprocessing.

d. Class schedule. See the class schedule below.

Class	Report Date	End Date	Suspense
04/01	10 November 2003	22 November 2003	10 October 2003
04/02	07 December 2003	19 December 2003	14 November 2003
04/03	04 January 2004	16 January 2004	12 December 2003
04/04	25 January 2004	06 February 2004	05 January 2004
04/05	15 February 2004	27 February 2004	16 January 2004
04/06	07 March 2004	19 March 2004	06 February 2004

e. Quota allocations. See the quota allocations below. Indicate on the USARAK Form 364 if the soldier is north of the range (Forts Wainwright and Greely) or south of the range (Fort Richardson) for



transportation planning purposes.

Class	SB	PIR	STB	FI	PSB	AV	HQ	MP	BD	MD
04/01	38	16	10	4	6	10	6	6	1	3
04/02	38	16	10	4	6	10	6	6	1	3
04/03	38	16	10	4	6	10	6	6	1	3
04/04	38	16	10	4	6	10	6	6	1	3
04/05	38	16	10	4	6	10	6	6	1	3
04/06	38	16	10	4	6	10	6	6	1	3

#### A-6. Basic Mountaineering Course—Northern Warfare Training Center

a. Scope. The Basic Mountaineering Course trains selected soldiers in the fundamental knowledge/skills required to successfully conduct small unit operations in typical mountainous terrain found throughout the world during summer months. Emphasis is placed on developing the Level 1 mountaineering tasks described in Field Manual (FM) 3-97.61, appendix A.

b. Prerequisites.

(1) Enlisted personnel. E4 through E7.

(2) Warrant/commissioned officer. WO1, CW2/O1, and O2 platoon-level leaders.

(3) Cadets are authorized to attend this course.

(4) This course is open to combat arms and soldiers attached to combat arms units. Exceptions will be made on a case-by-case basis as approved by the Commandant, NWTC. All students must have no P-2 or temporary profile(s) under the P, U, or L columns of the physical profile serial code (numerical) (PULHES) code. All students must meet minimum physical training and height and weight standards. All students must have no uncontrollable fear of heights. No security clearance is required.

c. Reporting instructions. The Basic Mountaineering Course begins at 0730 on the published start date and ends at 1000 on the end date. Attendees must arrive at the Black Rapids Training Site between 1200 and 1600 on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicles and individual government vehicle travel are not authorized. The NWTC is responsible for transportation from Fort Wainwright to Black Rapids Training Site and return. The Directorate of Plans, Training, Security, and Mobilization will arrange bus transportation if there will be at least 10 people attending from Fort Richardson. The unit is responsible for inter-Alaska travel if there will be fewer than 10 people traveling from Fort Richardson. There is no separate issue facility at Black Rapids Training Site; soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. There are no post exchange facilities at the Black Rapids Training Site; attendees must bring adequate personal hygiene items/sundries to last the duration of the course.

**Special note.** Personnel from Fort Wainwright report to Building 3479, at 0800, on the report date. An equipment layout will be conducted before inprocessing.

d. Class schedule. See the class schedule below.

Class	Report Date	End Date	Suspense
04/01	11 July 2004	24 July 2004	11 June 2004
04/02	01 August 2004	15 August 2004	30 June 2004

e. Quota allocations. **This course is open to units outside of USARAK. Units requiring Level I or Level II mountain training may request a course through the Directorate of Plans, Training,**

## USARAK Circular 351-1

**Security, and Mobilization.** Indicate on the USARAK Form 364 if the soldier is north of the range (Fort Wainwright or Fort Greely) or south of the range (Fort Richardson) for transportation planning purposes.

Class	SB	PIR	STB	AV	IS	MD	HQ	MP
04/01	20	8	2	1	1	-	2	2
04/02	20	8	2	2	-	1	1	2

### A-7. Assault Climber Course—Northern Warfare Training Center

a. Scope. The Assault Climber Course trains selected soldiers in the knowledge/skills required to lead small units/teams over technically difficult, hazardous or exposed (Class 4 and 5) mountainous terrain during summer months. Emphasis is placed on developing the Level 2 mountaineering tasks described in FM 3-37.6, chapter 2, and FM 3-97.61. The course is intended for units or individuals that will conduct operations in mountainous terrain and must operate independently of major units or organizations or will lead larger organizations over technically hazardous terrain.

b. Prerequisites.

(1) Enlisted personnel. E4 through E7.

(2) Warrant/commissioned officer. WO1, CW2/O1, and O2 platoon-level leaders.

(3) Cadets are authorized to attend this course.

(4) Course is open to combat arms and soldiers attached to combat arms units. Exceptions will be made on a case-by-case basis as approved by the Commandant, NWTC. All students must have no P-2 or temporary profile(s) under the P, U, or L columns of the physical profile serial code (numerical) (PULHES) code. All students must meet minimum physical training and height and weight standards. All students must have no uncontrollable fear of heights. No security clearance is required. All students must have graduated from the Basic Mountaineering Course or have appropriate Level I mountaineering training (such as the Vermont Mountain Warfare School Summer Course). The Commandant, NWTC will determine if a student meets the prerequisites for this course. All prerequisites listed for the Basic Mountaineering Course apply for the Assault Climber Course. Basic Mountaineering Course graduates must achieve the Assault Climber Course selection standard during the completion of the basic course. Soldiers must demonstrate complete mastery of the basic skills, possess no excessive or uncontrollable fear of heights, and demonstrate a minimum level of rock climbing proficiency to be selected for the Assault Climber Course. Performance/written evaluations are used in the selection process. No security clearance is required.

c. Reporting instructions. The Assault Climber Course begins at 0730 on the published start date and ends at 1000 on the end date. Attendees must arrive at the Black Rapids Training Site between 1200 and 1600, on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicles and individual government vehicle travel are not authorized. The NWTC is responsible for transportation from Fort Wainwright to the Black Rapids Training Site and return. The Directorate of Plans, Training, Security, and Mobilization will arrange bus transportation if there will be at least 10 people attending from Fort Richardson. The unit is responsible for inter-Alaska travel if there will be fewer than 10 people traveling from Fort Richardson. There is no separate issue facility at Black Rapids Training Site; soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. There are no post exchange facilities at the Black Rapids Training Site; attendees must bring adequate personal hygiene items/sundries to last the duration of the course.

**Special note:** Personnel from Fort Wainwright report to Building 3479, at 0800, on the report date. An equipment layout will be conducted before inprocessing.

d. Class schedule. This course is by request through the USARAK Directorate of Plans, Training, Security, and Mobilization only. The course length is 25 days.

e. Quota allocations. There are 15 seats for this course.

#### A-8. Unit Armorer Course

a. Scope. The Unit Armorer Course provides guidance to the unit armorer/alternate armorer on proper procedures for maintaining unit arms, physical security, and maintenance of weapons per Army publications, including hands-on training.

b. Prerequisites. Attendees must be active Army or Reserve Component personnel. The soldier should be serving as, or will become a unit armorer or alternate for the unit arms room. Attendees must have a DA Form 7281-R (Command-Oriented Arms, Ammunition, and Explosive (AA&E) Security Screening and Evaluation Record) completed. The soldier needs to have 1 year's retainability in the unit (6 months for Fort Greely soldiers). Attendees must have a Service Test score of 95 or GT score of 100 or above.

c. Fort Richardson reporting instructions. Attendees must report to Building 804, at 0845, on the report date.

d. Special instructions. Soldiers must report with the Supply Update, Maintenance Update, Physical Security Update and all current changes to these Updates. Additionally, AR 25-400-2 and Catalog Data Agency Pamphlet 18-1 will be needed for each soldier. Each soldier is required to bring the current weapons manual per weapons system. The unit needs to provide the soldier with the weapon that will be needed that day. Students must bring a 9-millimeter pistol on the second day of the class.

e. Fort Richardson class schedule. See the class schedule below.

Class	Report Date	End Date	Suspense
04/01	20 October 2003	24 October 2003	22 September 2003
04/03	15 December 2003	19 December 2003	14 November 2003
04/05	23 February 2004	27 February 2004	23 January 2004
04/07	05 April 2004	09 April 2004	05 March 2004
04/09	07 June 2004	11 June 2004	10 May 2004

f. Fort Richardson quota allocations. See the quota allocations below.

Class	SB	PIR	STB	FI	PSB	IS	MD	DN	HQ	MP
04/01	3	2	3	1	1	1	1	1	1	1
04/03	3	2	3	1	1	1	1	1	1	1
04/05	4	2	2	1	1	1	1	1	1	1
04/07	4	2	4	1	1	1	-	-	1	1
04/09	4	3	4	-	-	-	1	1	1	1

g. Fort Wainwright reporting instructions. Attendees will report to Building 3490, Room 116, at 0900 on the start date of course.

h. Fort Wainwright special instructions. Soldiers must report with DA Pamphlet 710-2-1, DA Pamphlet 738-750, and Physical Security Update, with all current changes posted.

## USARAK Circular 351-1

i. Fort Wainwright class schedule. See the class schedule below.

Class	Report Date	End Date	Suspense
04/02	17 November 2003	21 November 2003	20 October 2003
04/04	26 January 2004	30 January 2004	29 December 2003
04/06	08 March 2004	12 March 2004	06 February 2004
04/08	03 May 2004	07 May 2004	05 April 2004
04/10	13 September 2004	17 September 2004	13 August 2004

j. Fort Wainwright quota allocations. See the quota allocations below.

Class	SB	STB	FI	PSB	AV	BD	IS	MD	DN	HQ	MP
04/02	6	2	1	1	1	1	1	-	-	1	1
04/04	7	2	-	-	1	-	1	1	1	1	1
04/06	7	3	-	-	1	1	-	-	-	1	1
04/08	8	4	1	1	1	-	-	-	-	-	-
04/10	5	3		1	-	-	1	-	-	1	2

### A-9. Unit Level Logistics System Course

a. Scope. The Unit Level Logistics System Course provides guidance to the Unit Level Logistics System ground user or operator on the proper procedures for operating the Unit Level Logistics System computer per Army publications, including hands-on training.

b. Prerequisites. Attendees must be active Army or Reserve Component personnel. The soldier should be serving as, or considered becoming, the unit prescribed load list clerk. Motor sergeants are welcome to attend. The soldier must have 1 year's retainability in the unit and must be computer literate.

c. Fort Richardson reporting instructions. Attendees will report to Building 804, at 0845, on the report date.

d. Fort Richardson class schedule. See the class schedule below.

Class	Report Date	End Date	Suspense
04/01	06 October 2003	10 October 2003	05 Sep 2003
04/03	01 December 2003	05 December 2003	03 Nov 2003
04/05	02 February 2004	06 February 2004	05 January 2004
04/07	19 April 2004	23 April 2004	19 March 2004
04/09	14 June 2004	18 June 2004	17 May 2004

e. Fort Richardson quota allocations. See the quota allocations below.

Class	SB	PIR	STB	FI	PSB	IS	MD	DN	HQ	MP
04/01	2	1	2	-	1	1	-	-	-	1
04/03	3	1	2	1	-	-	1	-	-	-
04/05	2	1	2	1	-	-	-	-	1	1
04/07	1	1	2	-	1	-	-	1	1	1
04/09	2	1	3	-	-	-	-	-	1	1

f. Fort Wainwright reporting instructions. Attendees will report to Building 3723, Room 208, at 1300, on the report date.

g. Fort Wainwright class schedule. See the class schedule below.

<b>Class</b>	<b>Report Date</b>	<b>End Date</b>	<b>Suspense</b>
04/02	03 November 2003	07 November 2003	03 October 2003
04/04	05 January 2004	09 January 2004	08 December 2003
04/06	22 March 2004	26 March 2004	20 February 2004
04/08	17 May 2004	21 May 2004	19 April 2004
04/10	20 September 2004	24 September 2004	20 August 2004

h. Fort Wainwright quota allocations. See the quota allocations below.

<b>Class</b>	<b>SB</b>	<b>STB</b>	<b>FI</b>	<b>PSB</b>	<b>AV</b>	<b>BD</b>	<b>IS</b>	<b>MD</b>	<b>DN</b>	<b>HQ</b>	<b>MP</b>
04/02	4	2	1	1	-	-	-	-	-	-	-
04/04	2	1	-	-	2	1	1	-	-	-	1
04/06	2	1	-	-	1	-	-	1	1	1	1
04/08	2	1	1	1	1	-	-	-	-	1	1
04/10	4	2	-	-	1	-	-	-	-	1	-



**Appendix B**  
**Suspense Dates Quick Reference**

Course/Class	Start Date	End Date	Suspense
ULLS 04/01 FRA	06 October 2003	10 October 2003	05 September 2003
NBC 04/01 FRA	20 October 2003	31 October 2003	19 September 2003
Armorer 04/01 FRA	20 October 2003	24 October 2003	22 September 2003
CSOC 04/01 FWA	21 October 2003	24 October 2003	19 September 2003
ULLS 04/02 FWA	03 November 2003	07 November 2003	03 October 2003
CSOC 04/02 FRA	04 November 2003	07 November 2003	03 October 2003
CWLC 04/01	10 November 2003	22 November 2003	10 October 2003
NBC 04/02 FWA	12 November 2003	25 November 2003	09 October 2003
Armorer 04/02 FWA	17 November 2003	21 November 2003	20 October 2003
ULLS 04/03 FRA	01 December 2003	05 December 2003	03 November 2003
NBC 04/03 FWA	08 December 2003	19 December 2003	07 November 2003
CWLC 04/02	07 December 2003	19 December 2003	14 November 2003
Armorer 04/03 FRA	15 December 2003	19 December 2003	14 November 2003
ULLS 04/04 FWA	05 January 2004	09 January 2004	08 December 2003
CWLC 04/03	04 January 2004	16 January 2004	12 December 2003
NBC 04/04 FWA	20 January 2004	30 January 2004	19 December 2003
CWLC 04/04	25 January 2004	06 February 2004	05 January 2004
Armorer 04/04 FWA	26 January 2004	30 January 2004	29 December 2003
ULLS 04/05 FRA	02 February 2004	06 February 2004	05 January 2004
CWLC 04/05	15 February 2004	27 February 2004	16 January 2004
NBC 04/05 FWA	17 February 2004	27 February 2004	16 January 2004
Armorer 04/05 FRA	23 February 2004	27 February 2004	23 January 2004
NBC 04/06 FRA	08 March 2004	19 March 2004	06 February 2004
CWLC 04/06	07 March 2004	19 March 2004	06 February 2004
Armorer 04/06 FWA	08 March 2004	12 March 2004	06 February 2004
ULLS 04/06 FWA	22 March 2004	26 March 2004	20 February 2004
Armorer 04/07 FRA	05 April 2004	09 April 2004	05 March 2004
NBC 04/07 FWA	05 April 2004	16 April 2004	08 March 2004
ULLS 04/07 FRA	19 April 2004	23 April 2004	19 March 2004
NBC 04/08 FRA	03 May 2004	14 May 2004	05 April 2004
Armorer 04/08 FWA	03 May 2004	07 May 2004	05 April 2004
ULLS 04/08 FWA	17 May 2004	21 May 2004	19 April 2004
NBC 04/09 FWA	07 June 2004	18 June 2004	10 May 2004
Armorer 04/09 FRA	07 June 2004	11 June 2004	10 May 2004
ULLS 04/09 FRA	14 June 2004	18 June 2004	17 May 2004
BMC 04/01	11 July 2004	24 July 2004	11 June 2004
NBC 04/10 FRA	12 July 2004	23 July 2004	14 June 2004
BMC 04/02	01 August 2004	15 August 2004	30 June 2004
NBC 04/11 FWA	09 August 2004	20 August 2004	21 July 2004
Armorer 04/10 FWA	13 September 2004	17 September 2004	13 August 2004
ULLS 04/10 FWA	20 September 2004	24 September 2004	20 August 2004
Legend: ULLS—Unit Level Logistics System Course, FRA—Fort Richardson, Alaska, NBC—Nuclear, Biological, and Chemical Defense Course, CSOC—Command Staff Orientation Course, FWA—Fort Wainwright, Alaska, CWLC—Cold Weather Leaders Course, BMC—Basic Mountaineering Course			





## Appendix C

### Equipment Packing List

<b>Table C-1</b>			
<b>Primary Leadership Development Course packing list</b>			
<b>Item</b>	<b>Quantity</b>	<b>Item</b>	<b>Quantity</b>
Alarm clock	1	Magazines, ammunition (30 rounds)	7
Awards/decorations	All	Mask, protective	1
Bag, barracks (laundry bag)	1	Mat, sleeping	1
Bags, duffel	2	Nameplates	2
Bag, sleeping, extreme cold weather	1	Notebook	As required
Bag, waterproof	1	Overshoes, rubber	1 pair
Balaclavas	2	Pack, Alice, large with frame (rucksack)	1
Belt, individual equipment (pistol belt)	1	Padlocks (combination is best)	2
Belts, trousers	2	Parka, Extreme Cold Weather Clothing System (Gortex jacket)	1
Beret, black or maroon (as required)	1	Parka, wet weather (rain top)	1
Blank adapter	1	Pen, black ink	As required
Boots, combat	2 pairs	Pencils, 0.5 millimeter	2
Buckle, belt, brass	1	Personal hygiene items	As required
Buckle, belt, subdued	1	PFU or IPFU shorts	2 pairs
Camouflage stick/compact	1	PFU or IPFU T-shirts (IPFU short-/long-sleeved T-shirt authorized)	2
Canteens with cup and cover, arctic/plastic	2	PFU or IPFU sweatpants	1 pair
Caps, BDU, enhanced hot weather/temperate	2	PFU or IPFU sweatshirt	1
Cap, garrison (as required)	1	Polish, black with brush	As required
Cases, ammunition, small arms (if not issued load bearing vest) (ammunition pouch)	2	Poncho	1
Case, first aid with dressing	1	Poncho liner	1
Case, soap	1	Protractors	2
Case, toothbrush	1	Sewing kit	1
Cleaning kit, rifle	1	Shirt, male, long-/short-sleeve, AG 415 tuck in (dress green)	1
Coat, AG 334 or 489 (dress green)	1	Shirt, female, long-/short-sleeve, AG 415 tuck in (dress green)	1
Legend: BDU—battle dress uniform; PFU—physical fitness uniform; IPFU—improved physical fitness uniform			
Boots of a similar design are authorized, as a substitute for the combat boot, i.e., Danner/Matterhorn/Mountain Ski Boot. See AR 670-1 for clarification. The jungle boot and jump boot are authorized alternatives for the combat boot. Jungle boots will not be worn from 1 October through 30 April.			
1) North of the range soldiers ONLY: One complete set of physical fitness uniforms will be brought in the carry-on bag for use immediately upon arrival at the Noncommissioned Officer Academy.			
2) Soldiers may bring either the complete physical fitness uniform or the improved physical fitness uniform; however, you may not mix any portion of the two uniforms.			

**USARAK Circular 351-1**

<b>Table C-1 Primary Leadership Development Course packing list—Continued</b>			
<b>Item</b>	<b>Quantity</b>	<b>Item</b>	<b>Quantity</b>
Coats, BDU, hot weather, enhanced hot weather, or temperate	4	Shoes, oxford, black (low quarters)	1 pair
Compass, lensatic with case	1	Shoes, running	1 pair
Distinctive unit insignias	3	Shoes, shower	1 pair
Drawers, cold weather, polypropylene	2 pairs	Shoulder marks	As required
Ear plugs with case	1 pair	Socks, dress, black, white (no additional colors may appear)	6 pairs
Entrenching tool with carrier	1	Socks, white (not additional colors may appear on socks)	6 pairs
Eyeglasses, inserts	As required	Socks, wool, olive drab/black	6 pair
Flashlight	1	Suit of civilian clothes—slacks and collared shirt or equivalent	1 set
Glasses, military	2 pairs	Suspenders, trouser, individual equipment if not issued load bearing vest	1 pair
Gloves, black, leather, unisex, dress	1 pair	Tie down, olive drab green (550 cord)	20 feet
Gloves, leather, black	1 pair	Towels, bath, brown	2
Helmet, Kevlar with cover, band, and sew-on rank	1	Trousers, AG 489 or 491 (dress green)	1 pair
Identification tags with chain	1 set	Trousers, BDU, hot weather, enhanced hot weather, or temperate	1 pair
Inserts, gloves	2 pairs	Trousers cold weather, camouflage Extreme Cold Weather Clothing System (Gortex pants)	1 pair
Insignia, branch of service	1	Trousers, wet weather (rain pants)	1 pair
Insignia, grade, pin-on brass	As required	Undershirts cold weather, polypropylene	2
Insignia, grade, pin-on, subdued	As required	Undershirts, cotton, brown	6
Insignia, regimental distinctive	1	Vest, load bearing (if issued)	1
Insignia, United States	1	Washcloths, brown	2
Watch	1		
<b>Female List</b>			
Brassieres, white or neutral (non-Caucasian females optional black)	3	Shoes, black, pump	1 pair
Necktab, black, service	1	Skirt, dress green	1
Panties, white or neutral (non-Caucasian females optional black)	6 pairs	Stocking, sheer (nylons)	2 pairs
<b>Male List</b>			
Drawers, cotton, brown or white	6 pairs	Undershirt, cotton, white	1
Necktie, black	1		
<p>Legend: BDU—battle dress uniform</p> <p>Boots of a similar design are authorized, as a substitute for the combat boot, i.e., Danner/Matterhorn/ Mountain Ski Boot. See AR 670-1 for clarification. The jungle boot and jump boot are authorized alternatives for the combat boot. Jungle boots will not be worn from 1 October through 30 April.</p> <p>1) North of the range soldiers ONLY: One complete set of physical fitness uniforms will be brought in the carry-on bag for use immediately upon arrival at the Noncommissioned Officer Academy.</p> <p>2) Soldiers may bring either the complete physical fitness uniform or the improved physical fitness uniform; however, you may not mix any portion of the two uniforms.</p>			

**Table C-1****Primary Leadership Development Course packing list—Continued**

<b>Winter Class Organizational Clothing and Individual Equipment</b>			
<b>Item</b>	<b>Quantity</b>	<b>Item</b>	<b>Quantity</b>
Boots, cold weather intermediate (optional)	1 pair	Mittens, trigger-finger	1 pair
Boots, vapor barrier	1 pair	Mittens, arctic with liner	1 pair
Gloves, black, cold weather	1 pair	Overalls, cold weather, brown (bear suit pants)	1 pair
Gaiter, brown, neck	1	Shirt, cold weather, brown (bear suit top)	1
Inserts, trigger-finger	2 pairs	Snowshoes with bindings	1 pair
Liner, field jacket	1	Spiky™ slip protection (optional)	1 pair
<p>Boots of a similar design are authorized, as a substitute for the combat boot, i.e., Danner/Matterhorn/Mountain Ski Boot. See AR 670-1 for clarification. The jungle boot and jump boot are authorized alternatives for the combat boot. Jungle boots will not be worn from 1 October through 30 April.</p> <p>1) North of the range soldiers ONLY: One complete set of physical fitness uniforms will be brought in the carry-on bag for use immediately upon arrival at the Noncommissioned Officer Academy.</p> <p>2) Soldiers may bring either the complete physical fitness uniform or the improved physical fitness uniform; however, you may not mix any portion of the two uniforms.</p>			

**Table C-2****Basic Mountaineering Course packing list**

<b>Items</b>	<b>Quantity</b>
Bag, barracks	1 each
Bag, duffel	1 each
Bag, sleeping, military supply standard or type II extreme cold	1 each
Ballistic helmet (complete)	1 each
Battle dress uniforms (complete)	4 set minimum
Belt, trousers, web	1 each
Boots, combat	1 pair
Boots, intermediate cold weather	1 pair
Canteens, 1-quart with cup and carrier	2 each
Canteen, 2-quart with carrier	1 each
Caps, battle dress uniform	2 each
Compass, lensatic	1 each
Drawers, cotton	6 pairs
Drawers, winter top and bottom, polypropylene	2 pairs
E-Tool with carrier	1 each
Extreme Cold Weather Clothing System jacket (Gortex)	1 each
Extreme Cold Weather Clothing System trousers (Gortex)	1 pair
Face masks, balaclavas	2 each
Field meal card (provided by soldier's unit)	1 each
Field pack, Alice (large)	1 each
Frame, field pack	1 each
Gloves, cold weather (Gortex), black	1 pair
Identification card	1 each
Identification tags with chain	1 set
Insert, gloves, cold weather	2 pairs
Liner, field jacket	1 each
Liner, poncho	1 each

**USARAK Circular 351-1**

<b>Table C-2 Basic Mountaineering Course packing list—Continued</b>	
<b>Items</b>	<b>Quantity</b>
Mat, sleeping (polypropylene pad or air matt)	1 each
Mitten inserts, trigger-finger	1 pair
Mitten shells, trigger-finger	1 pair
Neck gaiter, brown	1 each
Padlocks or combination locks	2 each
Personal hygiene/toilet articles	As required
Poncho	1 each
Prescription eye glasses	As required
Prescription medications	As required
Shirt, fiber pile (polar fleece top or bear suit top)	1 each
Shoes, shower	1 pair
Socks, dress black, nylon	2 pairs
Socks, wool, cushion sole, olive drab or black	8 pairs
Sunglasses (inexpensive/durable)	1 pair
Suspenders, trouser	1 pair
Towels	2 each
Undershirts, cotton brown	6 each
Vest, load bearing, complete (worn according to your unit SOP)	1 each
Waterproof bag	1 each
<b>Optional Items (Highly Recommended)</b>	
Army physical training uniform (complete)	1 set
Camp booties, insulated (Advanced Climbers Course only)	1 set
Cigarette lighter	1 each
Glacier glasses (wrap-around, with full, ultra-violet protection (Advanced Climbers Course only))	1 pair
Glove liners, polypropylene	1 pair
Underwear, polypropylene, lightweight	1 pair
Sewing kit	1 each
Socks, polypropylene	4 pair
Socks, Gortex or vapor barrier (Advanced Climbers Course only)	4 pair

<b>Table C-3 Cold Weather Leaders Course and Command and Staff Orientation Course packing list</b>	
<b>Items</b>	<b>Quantity</b>
Bag, barracks	1 each
Bag, duffel	1 each
Bag, sleeping, military supply standard or type II extreme cold	1 each
Battle dress uniform, complete	1 set
Belt, trousers, web	1 each
Boots, intermediate cold weather	1 pair
Boots, vapor barrier, white	1 pair

**Table C-3**  
**Cold Weather Leaders Course and Command and Staff Orientation Course packing list—Continued**

Items	Quantity
Canteen, 2-quart with carrier	1 each
Canteen, plastic, 1-quart with cup and carrier	2 each
Compass, lensatic	1 each
Cord, nylon (550 cord)	100 feet
Drawers, cotton	2 pairs
Drawers, Extreme Cold Weather Clothing System (polypropylene)	2 pairs
E-Tool with carrier	1 each
Face masks, balaclavas	2 each
Field meal card (mandatory for classes at NWTC, provided by the soldier's unit)	1 each
Field pack, Alice (large) with frame	1 each
Gaiter, neck, brown	1 each
Gloves, cold weather (Gortex) Black	1 pair
Identification card	1 each
Identification tags with chain	1 set
Inserts, gloves, cold weather (Gortex)	2 pairs
Inserts, trigger-finger mittens	2 pairs
Jacket, Extreme Cold Weather Clothing System (Gortex)	1 each
Kevlar	1 each
Liner, poncho	1 each
Liner, field jacket	1 each
Mat, sleeping (polypropylene pad)	1 each
Mittens, arctic	1 pair
Mitten shells, trigger-finger	1 pair
Overwhites (K-Pot, top and bottom)	1 each
Padlocks or combination locks	2 each
Personal hygiene/toilet articles/laundry soap	As required
Poncho	1 each
Prescription eyeglasses (extra set)	As required
Prescription medications	As required
Protractor (Cold Weather Leaders Course only)	1 each
Ruff, parka	1 each
Shirt, fiber pile (polar fleece or bear suit top)	1 each
Shoes, shower	1 pair
Socks, dress, black, nylon	2 pairs
Socks, wool, cushion sole, olive drab/black	6 pairs
Sunglasses (inexpensive/durable)	1 pair
Suspenders, trousers	1 pair
Towels	2 each
Trousers, Extreme Cold Weather Clothing System (Gortex)	1 pair
Trousers, fiber pile (polar fleece or bear suit bottom)	1 pair
Undershirts, cotton, brown	3 each minimum
Undershirts, Extreme Cold Weather Clothing System (polypropylene)	2 each
Vest, load bearing, complete (worn in accordance to your unit SOP)	1 each
Waterproof bag	1 each

USARAK Circular 351-1

Table C-3 Cold Weather Leaders Course and Command and Staff Orientation Course packing list—Continued	
Items	Quantity
<b>Optional Items (Highly Recommended)</b>	
Army physical training uniform (complete)	
Booties, camp, insulated	
Cigarette lighter or waterproof container with strike-anywhere matches	
Compression sack(s)	
Flashlight with extra batteries	
Glove liners, polypropylene	
Underwear, polypropylene, lightweight (top and bottom)	
Sewing kit	
Ski goggles (Cold Weather Leaders Course only)	
Socks, polypropylene	

**Appendix D**

**Sample Memorandum Primary Leadership Development Course Privately Owned Vehicle Request**

(YOUR UNIT OFFICE SYMBOL)

(Date)

MEMORANDUM FOR Commandant, USARAK Noncommissioned Officers Academy, Attention:  
APVR-RST-N, Fort Richardson, Alaska 99505

SUBJECT: Request for Privately Owned Vehicle Travel

1. Request (soldier name) be authorized to travel back to (his/her unit) from the Noncommissioned Officers Academy, Fort Richardson, Alaska, upon completion of the Primary Leadership Development Course on (date student will return).
2. (State why the student wants to return by privately owned vehicle.)
3. The point of contact for this memorandum is (name and telephone number).

Company Commander  
Signature Block

CF  
Brigade Sergeant Major  
Battalion Sergeant Major





**Appendix E**

**Sample Memorandum United States Army Training Requirements and Resources System (ATRRS) Policy/Cancellation/ Substitution**

APVR-RPTM-T

10 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: School Cancellation/Substitution/Late Submissions/No Shows

1. Recently, there have been a large number of last minute cancellations, substitutions, and no shows, many of which involve ATRRS inputs and/or manipulations at United States Army Pacific Command and Department of the Army levels.
2. Late actions indicate a lack of prior planning and result in the improper preparation of our soldiers before critical professional development and career enhancing schools. Late cancellations also prevent other commands from using classroom quotas and capitalizing on training at Total Army School System institutions. Overall, late cancellations are a reflection of this command not effectively using or maximizing every available single training school quota, at a time when resources and school seats are already limited.
3. Effective immediately, all substitutions, cancellations or requests submitted after the suspense date must have a letter of lateness signed by the 172d Infantry Brigade (Separate) S3 or Separate Battalion S3. Only the commander may sign for the S3. The letter of lateness must address the specific reasons the action is late.
4. No-shows at all schools will be reported by unit chain of command. This will be by RBI in written memorandum and signed by the Battalion Commander or Command Sergeants Major. All RBIs must be sent through the USARAK schools section to the USARAK CSM.
5. POC is Jack Conrad, USARAK Schools Coordinator at 384-2110.

FOR THE COMMANDER:

PAUL J. REOYO  
COL, GS  
Deputy Chief of Staff  
for Operations and Plans, G3

DISTRIBUTION:

A



**Appendix F**

**Sample Memorandum Basic Noncommissioned Officer/Advanced Noncommissioned Officer  
Course Notification**

S: DD MMM YY

APVR-RPTM-T

10 April 2003

MEMORANDUM FOR Assistant Chief of Staff, Operations and Plans, Training Support and Schools  
Branch, Attention: APVR-RPTM-T

SUBJECT: BNCOC / ANCOC Notification

1. The following soldier has been selected to attend BNCOC / ANCOC (circle appropriate):

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Rank: \_\_\_\_\_ PMOS: \_\_\_\_\_ Security Clearance: \_\_\_\_\_

Unit: \_\_\_\_\_

Report Date: \_\_\_\_\_ End Date: \_\_\_\_\_

2. The following information is needed by the suspense date, to validate the soldier's eligibility to attend BNCOC / ANCOC (circle appropriate):

a. Is the soldier promotable? Yes / No

b. DEROS date \_\_\_\_\_

c. Height/Weight \_\_\_\_\_

d. Per AR 600-9? Yes / No (if tape test required, enclose copy of body fat worksheet)

e. Date of last Army physical fitness test \_\_\_\_\_ (must be current)

f. Is the soldier on Temp Profile? Y / N (If the soldier is placed on temp profile and the profile will not expire before the class start date, notify USARAK Schools.)

g. Does the soldier possess a Government Travel Charge Card? Yes / No

3. Is soldier taking leave in conjunction with TDY? Yes / No Before / After

4. Complete unit mailing address is: \_\_\_\_\_  
\_\_\_\_\_.

Signature OF S3 Schools NCO \_\_\_\_\_

Schools NCO Telephone Number \_\_\_\_\_



**Glossary**

AA&E .....	arms, ammunition, and explosives
ANCOC .....	Advanced Noncommissioned Officer's Course
AR .....	Army Regulation
ARIMS .....	The Army Records Information Management System
ATRRS .....	United States Army Training Requirements and Sources System
BMC .....	Basic Mountaineering Course
BNCOC .....	Basic Noncommissioned Officer's course
CSOC.....	Command and Staff Orientation Course
CTA .....	Common Table of Allowances
CWLC.....	Cold Weather Leaders Course
DA .....	Department of the Army
DEROS.....	date eligible for return from overseas
FM .....	Field Manual
FRA .....	Fort Richardson, Alaska
FWA .....	Fort Wainwright, Alaska
GT .....	General Technical Aptitude Area
IPFU .....	improved physical fitness uniform
MTT .....	mobile training team
NBC.....	Nuclear, Biological, and Chemical (Course)
NWTC .....	Northern Warfare Training Center
PFU .....	physical fitness uniform
PLDC.....	Primary Leadership Development Course
PULHES .....	physical profile serial code (numerical)
STP .....	Soldier Training Publication
ULLS .....	Unit Level Logistics System (Course)
USARAK.....	United States Army Alaska